



"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84, Wis. Stats., notice is hereby given to the public that the following meetings will be held

**THE WEEK OF
MARCH 2 – 6, 2020**

MONDAY, MARCH 2, 2020

(No Meetings)

TUESDAY, MARCH 3, 2020

*5:00 pm	Board of Health – <i>Meeting Cancelled</i>	Duck Creek Center 2198 Glendale Avenue
----------	---	---

WEDNESDAY, MARCH 4, 2020

*3:00 pm	Benefits Advisory Committee	Room 650, Northern Building 305 E. Walnut Street
----------	-----------------------------	---

*5:00 pm	Public Safety Committee	Brown County Sheriff's Office 2684 Development Drive
----------	-------------------------	---

THURSDAY, MARCH 5, 2020

*5:30 pm	Administration Committee	Room 200, Northern Building 305 E. Walnut Street
----------	--------------------------	---

FRIDAY, MARCH 6, 2020

(No Meetings)



Public Health
Prevent. Promote. Protect.

Brown County
Health & Human Services

CANCELLATION NOTICE

BROWN COUNTY BOARD OF HEALTH
TUESDAY, MARCH 3, 2020
5:00 PM
Board of Health Meeting

Duck Creek Center
2198 Glendale Avenue
Green Bay, WI 54303

The Tuesday, March 3rd, 2020 meeting of the Brown County Board of Health has been cancelled due to scheduling conflicts.



Benefits Advisory Committee

March 4, 2020

3:00PM

Room 650, Northern Building
305 E. Walnut

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY
ITEM ON THE AGENDA.**

Call to Order

1. Roll Call
2. Introduction of new Advisory Board Members
3. Election of Chair/Vice Chair/Secretary
4. Purpose of Committee, Public Records, Open Meetings, and Walking Quorum
5. ABRC & Benefits Update
6. Schedule next meeting
7. Adjourn

Jill Bomkamp, Benefits Manager

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 pm on the day before the meeting so that arrangements can be made.

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
PHONE (920) 448-4015 FAX (920) 448-6221

PUBLIC SAFETY COMMITTEE

Patrick Buckley, Chair
Andy Nicholson, Vice Chair
Megan Borchardt, Staush Gruszynski, Richard Schadewald

PUBLIC SAFETY COMMITTEE
WEDNESDAY, MARCH 4, 2020
5:00 PM
Brown County Sheriff's Office
2684 Development Drive, Green Bay, WI

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE
ACTION ON ANY ITEM LISTED ON THE AGENDA**

- I. Call meeting to order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of January 8, 2020.

Comments from the Public.

1. Review Minutes of:
 - a. Local Emergency Planning Committee (January 14, 2020).

District Attorney

2. District Attorney Report.

Public Safety Communications

3. 2018 to 2019 Carryover Funds.
4. Budget Adjustment Request (20-016): Any allocation from a department's fund balance.
5. Director's Report.

Emergency Management

6. Director's Report.

Circuit Courts, Commissioners, Probate

7. Director's Report.

Clerk of Courts

8. Clerk of Courts Report.

Medical Examiner

9. 2019 Medical Examiner Activity Spreadsheet.
10. 2020 Medical Examiner Activity Spreadsheet.
11. Medical Examiner's Report.

Sheriff

12. Update re: Jail Addition – *Standing Item*.
13. Project 2358 – Jail Expansion, ME Building, and CTC Addition – Bid Summary and Award Recommendation.
14. 2018 to 2019 Carryover Funds.
15. Key Factor Report – Data through December 2019 (Unaudited).
16. Discussion re: Replacing laundry equipment at the jail.
17. Budget Adjustment Request (20-010): Any increase in expenses with an offsetting increase in revenue.
18. Budget Adjustment Request (20-014): Any increase in expenses with an offsetting increase in revenue.
19. Budget Adjustment Request (20-015): Any increase in expenses with an offsetting increase in revenue.
20. Budget Adjustment Request (20-017): Any increase in expenses with an offsetting increase in revenue.
21. Resolution in Support of Participating in the 2020 County-Tribal Law Enforcement Grant.
22. Sheriff's Report.

Communications

23. Communication from Supervisor Tran re: Establish a master plan for the future of the downtown jail. *Referred from January County Board.*
24. Communication from Supervisor Deneys re: Move to take \$5,500 dollars from the contingency fund and transfer to Emergency Management to be used for dealing with education and notification of Brown County Citizens of pending spring flooding. *Referred from January County Board. Action at February Admin meeting: To approve.*
25. Communication from Supervisor Hoyer: To have a discussion with possible action for support services or consideration of relief of waive the cremation licensing fee beyond WFCAP (Wisconsin Funeral and Cemetery Aids Program). *Referred from February County Board.*
26. Late Communication from Chair Buckley re: Question the use of County funds and personnel to provide software and TS support to municipalities.

Other

27. Audit of bills.
28. Such other matters as authorized by law.
29. Adjourn.

Patrick Buckley, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET, P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

ADMINISTRATION COMMITTEE

Tom Sieber, Chair; James Kneiszel, Vice Chair
Richard Schadewald, John Vander Leest, Keith Deneys

ADMINISTRATION COMMITTEE

Thursday, March 5, 2020

5:30 p.m.

Room 200, Northern Building
305 E. Walnut Street, Green Bay, WI

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION
ON ANY ITEM LISTED ON THE AGENDA

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of February 6, 2020.

1. Review minutes of:

- a. None.

Comments from the Public

Communications

2. Communication from Supervisor Van Dyck re: Amend Chapter 2 of the County Code of Ordinances, Section 2.06 (Administration Committee) and Section 2.10 (Human Services Committee), changing the oversight committee for Child Support from Administration Committee to Human Services Committee. *Referred from February County Board.*
3. Communication from Supervisor Van Dyck re: Request that the Ethics Committee/Board, in conjunction with Administration, investigate a potential closed session violation concerning the release of information regarding the naming rights for the Brown County Expo prior to the official public announcement/release. *Referred from February County Board.*

Resolutions & Ordinances

4. Resolution Establishing the Salaries of Certain Elective Officials – County Clerk, County Treasurer and Register of Deeds.

Child Support

5. Director Summary for February 2020.

Technology Services

6. Director's Report.

Treasurer

7. Discussion of Tax Foreclosure Hearing 2-26-2020 before Judge Walsh – Branch 2 of Brown County Circuit Court.
8. Treasurer's Report.

Administration and Human Resources

- 9. 2019 to 2020 Carryover Funds – Administration.
- 10. Budget Adjustment Log.
- 11. Director's Reports.

County Clerk – No agenda items.

Other

- 12. Audit of bills.
- 13. Such other matters as authorized by law.
- 14. Adjourn.

Tom Sieber, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

March

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4 Public Safety Cmte 5:00 pm	5 Admin Cmte 5:30 pm	6	7
8 DAYLIGHT SAVING TIME BEGINS	9 Exec Cmte 5:30 pm	10	11	12	13	14
15	16	17 Vets 4:30 pm Happy St. Patrick's Day	18 Mental Health Treatment Subcmte 12:00 pm COUNTY BOARD 7:00 PM	19 Welcome Spring	20	21
22	23 Land Con 6:00 pm PD&T 6:15 pm	24	25 Human Services Cmte 6:00 pm	26 Ed & Rec Cmte 5:30 pm	27	28
29	30	31				

BROWN COUNTY COMMITTEE MINUTES

- Board of Health (Draft – January 14, 2020)
- Library Board (January 16, 2020)

To obtain a copy of Committee minutes:

https://www.browncountywi.gov/government/minutes_and_agendas/

OR

Contact the Brown County Clerk's Department

PROCEEDINGS OF THE BOARD OF HEALTH MEETING
TUESDAY, JANUARY 14, 2020 5:00 PM
Duck Creek Center
2198 Glendale Avenue
Green Bay, WI 54303

Present: Richard Schadewald, Jay Tibbetts, Cynthia Brown-Sullivan, Susan Molenaar, Kim Schanock

Excused: Edward Morales, Karen Sanchez

Others Present: Anna Destree, Andrea Kressin, Ted Shove, Erik Pritzl, Katie Ledvina

1. Call Meeting to Order / Introductions

Chairman Richard Schadewald called the meeting to order. New Board member Kim Schanock stated she has lived in Green Bay area most of her life. She is a school social worker and has worked for Green Bay Area Public Schools for the majority of her career, typically as a building-based social worker, but most recently as the coordinator for community partnerships and grants. Kim stated she gets to work with amazing people and organizations in our community, one being the Health Department and the mutual interest to serve the families in our community. She appreciates the invitation to serve and is looking forward to it.

2. Approve / Modify Agenda

MOTION: To approve agenda

Brown-Sullivan / Molenaar

MOTION CARRIED, VOICE VOTE

3. Approve / Modify Minutes November 19, 2019.

MOTION: To approve the minutes from November 19, 2019.

Brown-Sullivan / Molenaar

MOTION CARRIED, VOICE VOTE

4. Nursing Unit Update – Anna Destree

In regards to communicable disease updates, Anna stated the following regarding influenza:

- The ILI activity is high and widespread and expected to last several more weeks.
- The circulating virus: Influenza B/Victoria followed by A (H1N1) pdm09.
- These strains tend to affect children and young adults vs elderly.
- WI has reported the first pediatric death due to influenza.
- Brown County Public Health (BCPH) has seen an increase in influenza associated hospitalizations - 14 cases since 12/31, number is not unusual but are seeing more children and young adults hospitalized (66% under 65)
- WI DHS estimated for Brown County 40% of population has received one dose of flu vaccine. BCPH does have flu vaccine yet for eligible children.

Mr. Schadewald asked if we work with other school districts. Anna stated when we had mass vaccine we went into some schools and provided flu vaccine. Anna state the approach we are taking now is to do community clinics and promote through schools.

Staffing Updates – Anna stated open PHN positions have been filled. We have 2 PHN's starting 1/20 and all PHN positions have been filled.

5. Community Engagement Unit Update – Andrea Kressin

- a. Staffing Updates – Andrea stated she has accepted offers for the Public Health Strategists. Dr. Katrina Nordyke, who was previously with the Medical College of Wisconsin and who has a background in epidemiology and global studies, has joined our team as a Public Health Strategist. Claire Paprocki is starting on January 20th and comes to us from the private sector with some great policy and team building background experience. Andrea stated we have a third strategist position and we hope to interview in the next few weeks.

- b. **Community Health Assessment (CHA) Progress to Date** – Andrea stated public health is required to complete a community health assessment and to develop a community health improvement plan as a result of that process. She stated we are in the third year of that plan which means that we are starting the process of laying out that foundation and framework for how we choose our next health priorities. Andrea stated they presented an overview of the first half of the process to the Beyond Health Steering Committee in November and this Friday they are presenting the second half of that presentation which goes into the specific strategies around choosing priorities and moving them into action. She stated once they have the two halves of the presentation solidified and agreed upon by Beyond Health she will share the information with the Board of Health.
- c. **CASPER Updates** - Brown County Public Health, with the assistance of other departments and community partners, will be conducting a Community Assessment for Public Health Emergency Response (CASPER) on May 2nd, 2020. Andrea stated the CASPER is an epidemiologic technique designed to provide quick and low-cost household based information about a community. CASPER is a method of conducting a rapid needs assessment. Teams of two go door-to-door paper surveying residents. Though typically done in immediate response to a disaster, it can also be a useful proactive tool for disaster response planning. There will be thirty randomly-selected clusters of homes throughout Brown County. The statistical method used to select these clusters is meant to give an accurate representation of the county as a whole. Andrea stated when we are looking at how that all fits together with the CHA, we have the ability to create some of our own questions and we can integrate overall health questions into this door to door surveying. This will be done on May 2nd, 2020 from 8am-4:30pm. "Just-in-Time" training will be held in the morning. After a break for lunch, door-to-door surveying will be conducted from 12pm-4pm.

Cynthia Brown Sullivan asked what type of questions are asked. Andrea indicated we are asking how many individuals are in the home, the language spoken and if there are people in the household using daily medications. There are some questions about diagnosis chronic conditions that may need additional support. We are trying to get at basic functional, health care system, but also other needs that they might have that Public Health could either assist with or mobilize partnerships.

6. Environmental Unit Update – Anna Destree

- a. **Ted Shove Introduction** – Ted Shove introduced himself as the new Environmental Manager. He stated he recently relocated from Southern California. He is looking forward to supporting the Board of Health and if they have any questions, feel free to contact him.

7. Health Officer's Report – Anna Destree

- a. **From the Strategic Plan: Communicating the Chief Health Strategist Role** – Anna stated the Strategic Plan talks about Public Health and what it means to be a chief health strategist as this is the direction Public Health is headed. Anna stated at a future BOH meeting we would present on what it means to be a chief health strategist and what it means for Brown County.
- b. **WPHAWALHDAB Scholarships** – Anna stated the 2020 Annual Public Health Conference is taking place May 19-21, 2020 at the KI Convention Center in Green Bay. If any of the Board members are interested in going, please let Anna know as they have funds available for registration.

8. Public Health Legislation – Standing Item – Anna Destree

- a. **Brown County Vaping Resolution** - Anna stated the Brown County Vaping Resolution did pass County Board. Anna thanked the Board of Health for moving that along.
- b. **Other vaping/smoking legislation.** Anna stated the Federal Tobacco 21 Law (T21) passed which is a significant public health achievement.

9. Public Health Accreditation – Standing Item

a. Strategic Plan Approval

MOTION: To approve the Strategic Plan.

Brown-Sullivan / Molenaar

MOTION CARRIED, VOICE VOTE.

b. Quality Improvement Plan Approval

MOTION: To approve the Quality Improvement Plan

Brown-Sullivan / Molenaar

MOTION CARRIED, VOICE VOTE.

10. Receive New Information on Wind Turbines – Standing Item
None.

11. Comments from the Public
None.

12. Adjournment / Next Meeting Schedule (March 3, 2020)

Meeting concluded at 5:24PM

MOTION: To adjourn meeting

Tibbetts / Morales

MOTION CARRIED, VOICE VOTE.

Respectfully submitted,
Patti Zich

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on January 16, 2020 at 5:15 p.m. at the Brown County Central Library, 515 Pine Street, downtown Green Bay

PRESENT: JOHN VAN DYCK, BRIAN ANDERSON, ANNETTE AUBINGER, MARISSA MELI (Arrived 5:30 pm), KATHY PLETCHER, HECTOR RODRIGUEZ, DAVID RUNNING, JAYME SELLEN, and JOHN VANDER LEEST (arrived at 5:50 pm)

ALSO PRESENT: Sarah Sugden, Linda Chosa, Sue Lagerman, Emily Rogers, Curt Beyler, Al Hughes, and Emily Claflin (staff). H. James Smet (COVO).

CALL TO ORDER President Van Dyck called the meeting to order at 5:15 p.m.

APPROVE/MODIFY AGENDA AND MINUTES Motion by Aubinger, seconded by Pletcher, to approve the modified agenda and minutes. Motion carried.

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC Jayme Sellen was welcomed to the Board. Jayme works for Fox Cities Chamber. She previously worked for the Greater Green Bay Chamber of Commerce and former County Executive Tom Hinz. Also introduced were Emily Claflin from the library's Circulation Department and Al Hughes, the library's new Safety Officer. Running commented that he attended the meet and greet with Hughes and thinks she will be a great asset to the library. Hughes commented that in her first days she has been doing a lot of listening and learning, is working with the Administration team, and has sent a safety survey to staff. Hughes hails from Slinger, WI and has been in the Wisconsin Army National Guard for 10 years. She has settled in Green Bay, loves the library, and is interested in creating a safe environment for patrons and staff.

LIBRARY BUSINESS

FINANCIAL MANAGER UPDATE

APPROVE FINANCIAL, AND GIFTS, GRANTS, AND DONATION REPORTS

No report. Financial reports will be distributed once the financial books are closed towards the end of February or possibly in March.

Motion by Anderson, seconded by Sellen, to receive and place on file the December 2019 Gifts, Grants and Donation report as follows:

Brown County Library Gifts, Grants & Donations Report December 2019			
Gifts & Donations			
12/4/2019	D. Smith	100.00	Memorial J. Fiddelle
12/4/2019	R. Eason	500.00	Large Print
12/4/2019	A. Kapez	1,500.00	Foundation & SW
12/4/2019	Friends of the Brown County Library	1,883.80	Events & Programs Supplies
12/11/2019	J. Bonacci & Family	300.00	Memorial J. Fiddelle
12/19/2019	BCL Foundation	5,000.00	Director Relationship Development
12/19/2019	Wochinski Family Foundation	5,000.00	Youth Classes & Events
12/19/2019	Friends of the Brown County Library	1,622.12	Events & Programs Supplies
12/19/2019	A. Patrussha	25.00	General Needs
12/23/2019	Jenson	100.00	General Needs
12/31/2019	L. & K. Anderson	1,000.00	Kress & General Needs
12/31/2019	M. Hoff	100.00	General Needs
12/31/2019	M. & J. Robinson Family Foundation	2,000.00	Library Programming
12/31/2019	M. Magestro	200.00	SW Memorial B. McKeough
12/31/2019	J. & D. Balachun	25.00	Weyers-Hilliard
12/31/2019	R. & D. Gerstner	50.00	Weyers-Hilliard
12/31/2019	United Way Jeans Day Collections	120.00	For United Way
12/31/2019	D. Keyzer	25.00	General Needs
12/31/2019	L. Sanderfoot	100.00	General Needs
12/1/2019	Ashwaubenon	108.70	Donation Box
12/1/2019	Bookmobile	2.00	Donation Box
12/1/2019	East	30.84	Donation Box
12/1/2019	Denmark		Donation Box
12/1/2019	Weyers-Hilliard	192.74	Donation Box
12/1/2019	Customer Service	69.82	Donation Box
12/1/2019	Kress	82.76	Donation Box
12/1/2019	Pulaski	6.10	Donation Box
12/1/2019	Southwest	39.27	Donation Box
12/1/2019	Wrightstown		Donation Box
	Total Donations	\$ 20,183.15	
Federal & State Grants			
12/1/2019	Nicolet Federated Library System	\$ 7,500.00	RLA Coll Dev
12/13/2019	Nicolet Federated Library System	\$ 6,562.50	Collection (4/4 pymt)
12/31/2019	Nicolet Federated Library System	\$ 7,500.00	RLA Coll Dev
	Total Grants	\$ 21,562.50	

Motion carried.

UPDATE ON STATE DEBT COLLECTION PROCESS

Chosa reported that the SDC contract was signed and submitted prior to Christmas and is in processing. The library will be contracting with Lexus Nexus – the same skip tracing agency that the court system uses. They do batch processing and are more affordable than other companies are. The request to DoTS for a hard drive for secure transmittal of social security numbers is in queue. Approximately 2000 accounts will be sent. These are individual accounts returned from collection with a balance over \$50. The sum total is approximately \$300,000. Letters will be sent and patrons will be given 60 days to return materials once updated addresses are received.

FACILITIES UPDATE

No report.

PERSONNEL UPDATE

New hires include Alexandria (Al) Hughes as Safety Officer; Anna Hartshorn as full time Library Associate at the Southwest Branch who will help with children's services; and a LTE Library Associate at the Denmark Branch. Open searches include Youth Services Manager, Circulation Clerk, Circulation Associate, and a couple more LTEs. Rogers and Karla Giraldez (Ashwaubenon and Southwest Manager) conducted Compassionate Conversation training for NFLS libraries in Door County. They plan to apply to present at the WAPL conference at the end of April in Oshkosh. Rogers and Chosa worked together to close out rollovers with county as they relate to employee allocations. This takes the library longer because the library operates on a different accrual system. This actually poses an inconvenience to county. Access to Ryan Dowd's homelessness training is now funded by the Department of Public Instruction so staff will continue to have access. Responding to Van Dyck's question, the staffing level is budgeted at 85% - the same as rest of the county. Rodriguez asked how BCL compares to other libraries in relation to turnover. The library's turnover is very similar to other libraries.

COMMUNICATIONS/PROGRAMMING UPDATE Lagerman reported that the New Year is off to a good start. Most recently, the library was recognized by the Governor's Office as the recipient of the Governor's Financial Literacy Award. Karin Adams, Youth Services librarian at East Branch serves on the Greater Green Bay Money Smart Week Coalition along with Amanda Young from the Weyers-Hilliard Branch, and through that committee, Karin planned the "Financial Literacy Free Day," at the Children's Museum of Green Bay during Money Smart Week in April 2019. Financial support was provided by the Friends of BCL and Fox Communities Credit Union. This event included free admission to the museum and a variety of educational activities on early learning financial concepts. The award recognizes individuals and organizations for excellence in increasing financial literacy among Wisconsin citizens. An award ceremony will take place at the State Capitol sometime in the near future.

The artwork on display is that of artists who belong to the Green Bay Art Colony. It has been several years since they have displayed at the library so the library feels fortunate to showcase their talent!

The Friends applied for and were selected to be one of the local non-profits who will benefit from Give Big Green Bay. This is a 24-hour online giving event sponsored by the Greater Green Bay Community Foundation and the Green Bay Packers. Online donations can be made to support the Friends from Noon on February 18 until Noon on February 19.

After just two meetings, the Website Re-design Task Force has nearly finalized a layout for a new website and is working on what content to keep and to exclude. Again, the goal is to create a website that is useful, effective in meeting the needs of our library users, easy to navigate, accessible, and aesthetically pleasing.

DISCUSSION AND POSSIBLE ACTION REGARDING SALE AND PROMOTION OF GOODS AND SERVICE POLICY

Motion by Running, seconded by Meli, to approve the revised Sale and Promotion of Goods and Services Policy as presented.

Motion carried.

DISCUSSION AND POSSIBLE ACTION REGARDING PARTNERSHIP AGREEMENT/MOU WITH UNTITLEDTOWN, INC. (UTT)

UTT is 501(c)3 organization running the UntitledTown Book and Author Festival. UTT was previously presented as a library program but there was no recognition of the library. Sugden has been meeting with the organizers and the board in an effort to understand the library's role. The library is interested in being part of the festival. The MOU outlines what the library is providing and what UTT will provide. The Friends of the Brown County Library have provided funding since its inception. UTT is asking for funding again. The Friends' mission is to support the library so the partnership between the library and UTT is important. Running asked about UntitledTown's board composition. It is a citizen's board. Pletcher noted that the library is seeking recognition not funding. It has been murky and it is time to have a MOU so expectations are clear. Having a staff member on board makes sense. Van Dyck agrees with the proposed MOU since the UTT Festival was previously portrayed as a library program. The Friends have donated \$75,000 over the last three years. Meli suggested the addition of a hold harmless clause and other boilerplate language. Anderson will provide that language to add to the MOU. It was also recommended to re-phrase a section to include that BCL will facilitate any

UntitledTown funding request to the Friends of the Brown County Library. **Motion** by Pletcher, seconded by Rodriguez, to approve MOU with UntitledTown, Inc. with minor changes discussed and including hold harmless language. **Motion carried.**

DISCUSSION AND POSSIBLE ACTION REGARDING PROPOSAL FROM HGA (East, Ashwaubenon, and Pulaski Branches) HGA

Architects has prepared numerous reports based on several studies. Van Dyck gave a brief history of the relationship with HGA. It will be important to have some kind of footprint to aid in moving forward. The B.C.L. Foundation is interested in funding this proposal. Intention is to re-engage HGA and hone in on options. Sugden stated that the sales tax monies start coming in in 2021. Anderson, Aubinger, and Sugden will be meeting with Ashwaubenon leaders about a future library. Vander Leest questioned why Pulaski was part of this proposal as there had been past action that did not include Pulaski as priority. Meli wondered why there is discussion about Pulaski at all. Vander Leest noted that the Shawano reimbursement is gone. As far as he is concerned, Pulaski needs to come to the table. When the printery building project fell apart, a Pulaski library was no longer a priority. Currently Pulaski Area Community Education, (PACE) is interested in sharing space. HGA's work just gives a plan. It does not commit the Library Board. Van Dyck thinks we have leeway on where Pulaski falls in the funding pool. This proposal is more information gathering. Aubinger asks about future funding requests for Ashwaubenon and Central. The board needs assistance with design services. Meli noted that if this is done, the board better be prepared to see it through. Rodriguez thinks the board needs to be very careful to do something for the areas that need it the most – the library needs to provide services in a better way. Van Dyck thinks that once the study is finished the price tag may be more than what people expect. Sugden commented that Pulaski is a community that really cares about their library and understands the positive impact a library has. They really want this to happen. Group of citizens have found a partner in PACE. The investment in the facility benefits the library. A funding gap (resulting from the loss of out-of-county payments from library service) was discussed with the B.C.L. Foundation and they are willing to be involved in fundraising initiatives.

Van Dyck reiterated that the board is not funding HGA's work and their proposed numbers represent "not to exceed" fees. The Board could cut back on Pulaski or cut it out completely. The scope of the study could be cut back as to just get an idea with a rough dollar amount. Regarding the East Branch study, HGA has done this before so the outlined cost is lower. East's footprint will have two options - a branch that include library administration or a branch alone. Van Dyck's hope is that 75% of the work will ultimately be done for Ashwaubenon after doing this study because the needs are similar. East would be a regional branch with ability/option to add on Administration. Meli asked, in this scenario, where the flagship branch would be located. Central would remain the largest in programming and space. Van Dyck stated that East would be more on par with Kress and Weyers-Hilliard. The Administration add-on could potentially go to Ashwaubenon.

Vander Leest stated that you need to give the consultant parameters so the end result is not way out of whack. Meli questioned why there would be so much dedicated to Pulaski. Rodriguez warns that once you start a project you have to finish it and cautions about Pulaski. Vander Leest thinks Pulaski should be told that only a certain amount can be contributed. Anderson does not see doing this study as a commitment to Pulaski. Meli thinks it is building an expectation that will have to be followed through on. Running is in favor of the feasibility study but it needs and a budget framework to use as parameters.

Van Dyck is concerned with timeline. He feels six months is too long to conduct the proposed feasibility studies. Within 4-6 months window, HGA's services may be needed for Central. He would like to focus attention on the East Branch for now. Van Dyck proposed to go back to HGA and ask to strike branch names and call it a Regional Branch Study with Add-on for Administration and request a faster timeline. Sugden has told Pulaski that the board will distribute funds in an equitable way. Van Dyck will talk to the County Executive regarding letting Pulaski know about priorities and cash flow as well as the possibility that Pulaski would not happen for a few years. Discussion on Pulaski can resume after the regional branch study is complete.

Motion by Meli, seconded by Vander Leest, to recommend to the B.C.L. Foundation that they hire HGA to do a regional branch study only that includes an add-on for Administration and ask HGA to revise their quote accordingly and tighten up timeline to less than 6 months. **Motion carried.**

PRESIDENT'S REPORT Van Dyck gave guidance for meeting with Ashwaubenon leaders. The library is not in the position to take the lead on a redevelopment project.

LIBRARY DIRECTOR'S REPORT In addition to the written report, active shooter training at individual locations and Bookmobile will be scheduled. There is an urgency in the county to do this soon. Sugden recommends conducting training when the library is closed to allow staff to fully participate. Training is about 2 hours long. Sugden will seek Van Dyck's authorization to close the library.

Sugden, Lagerman, and Clare Kindt (Collection Development Manager) are meeting with representatives from the airport to talk about serving the reading habits of travelers and to discuss opportunities to partner.

The library received a complaint from a patron indicating that she thought the library was not supportive of nursing/pumping mothers. A Southwest Library patron was unhappy with options. Every location is different and poses different hurdles but Administration is looking at system-wide solutions.

Running complimented the Library Report compiled by Lagerman. A letter/resolution from the Library Board to the Friends demonstrating their gratitude and thanks for their support was suggested. Anderson would like to tour the branches.

OPEN SESSION: Discussion and Possible Motion to Convene in Closed Session Motion by Anderson , second by Pletcher , to move into closed session at 7:08 pm. Roll call vote: Aye: Sellen, Aubinger, Pletcher, Rodriguez, Running, Vander Leest, and Van Dyck. Nay: None. Motion carried.

CONVENE INTO CLOSED SESSION pursuant to Wis. Stat. § 19.85(1) (c) for the purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Library Executive Director Goals Review.

RECONVENE IN OPEN SESSION: Motion by Anderson, seconded by Pletcher, to reconvene and approve any action recommended in Closed Session at 7:52 pm. Roll call vote: Aye: Sellen, Aubinger, Pletcher, Rodriguez, Running, Vander Leest, and Van Dyck. Nay: None. Motion carried.

Motion by Running, seconded by Rodriguez, to approve the recommendation of the Personnel Committee regarding the 2020 goals for the Executive Director. Motion carried unanimously.

OTHER BUSINESS None.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW None.

ADJOURNMENT Motion by Anderson, seconded by Meli, to adjourn the meeting. Motion carried unanimously.

Meeting adjourned at 7:56 pm.

NEXT REGULAR MEETING:

February 20, 2020

5:15 p.m.

East Branch Library

2255 Main Street, Green Bay

Respectfully submitted,

Sue Lagerman
Recording Secretary